

Mn/DOT Contract No. 98275
Support for Desktop Software Testing, Test Issue Tracking/Resolution and Desktop Software Testing
Strategies/Analysis
QUESTIONS & ANSWERS

1. If it's MnDOT's expectation that work will be performed on-site "for the majority of the time". Please confirm some work can be performed off-site / remotely?
Answer: The Selected Responder will be required to work on site at the Mn/DOT Central Office in St. Paul, MN unless the State determines a need for very limited off-site work.
2. Please confirm MnDOT anticipates utilizing all resources for a range of 20-25hrs a week for the duration of this contract?
Answer: Yes – see below
The average range of hours per week for this contract (combined senior/junior level work) would be expected to be in the 20 – 25 hour range (approximately) depending on the hourly rate for each level and the nature of the work required in any given week. Flexibility to work more hours some weeks and less others based on work load is expected.
3. Do resources have the ability to work 40hrs a week if 20-25hrs are performed on-site with the additional 20-25hrs worked remotely?
Answer: No
4. How many cost proposals are required to submit with proposals?
Answer: One
5. Is it MnDOT's intent to make contract award to a single vendor to perform the work tasks described in this SOW, or will MnDOT be making awards to multiple vendors?
Answer: One vendor
6. Is the incumbent vendor that completed the pilot project in 2005 able to submit a proposal to this?
Answer: Yes
7. Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW?
Answer: Yes

If yes, who is the incumbent vendor?
Answer: Benchmark QA, Inc.
8. Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on a MnDOT approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?
Answer: Hourly basis
9. Please confirm that a MnDOT Project Manager will be responsible for directing the selected vendor's resource(s) work tasks/assignments?
Answer: Yes

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10. Please confirm that MnDOT will provide selected vendor resources with the necessary workspace, hardware, software, and desktop/laptop computer to perform the duties outlined in this SOW.

Answer: Yes

11. Does MnDOT anticipate that selected resource(s) will be expected to perform any off-hours or weekend work under the scope of this SOW?

Answer: Rarely

12. Please confirm the exact number of resources and resource skill type MnDOT expects awarded vendor to provide.

Answer: One senior lead person and one junior person. The skill sets for the junior and senior contractors would be very similar (see section 6) but the senior level person would have all of the skills at an advanced level. The senior level person's experience must primarily be in a lead role.

13. Does MnDOT have a pre-determined/allocated budget (either hourly billing rate or total project cost) for these positions?

Answer: No

If yes, can you please share the budgeted amount?

14. Who will be responsible for ensuring that the deliverables detailed in this SOW are achieved; a MnDOT Project Manager or vendor Senior Level / Project Manager?

Answer: Mn/DOT Project Manager

15. What is the anticipated daily work schedule for selected vendor resource(s) (8AM to 5PM, Monday thru Friday)?

Answer: Yes

16. Is MnDOT seeking fixed-price cost proposals for this SOW?

Answer: No

17. Is MnDOT's expectation that each vendor resource assigned to this project will have all minimum required skills, or that the vendor resources assigned will collectively meet all required minimum skills?

Answer: See question 12

18. If it's MnDOT's expectations that the selected vendor provide multiple resources, please confirm that anticipated utilization of selected resources will be full-time 40 hours per week (excluding State holidays) for the duration of the contract?

Answer: See question 2

If no, please provide anticipated utilization.

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19. If vendor is selected to proceed to the interview portion of the SOW evaluation process, will MnDOT be interviewing the vendor, the candidates vendor has proposed, or both?

Answer: Both

20. Is it MnDOT expectation that selected vendor will provide a Project Manager?

If yes, what will vendor Project Manager's responsibilities be, and what will be the responsibilities of the MnDOT's Project Manager?

Answer: The senior person is expected to use project management skills under the direction of the Mn/DOT supervisor or project manager.

21. Who will have management responsibility for ensuring that the deliverables detailed in this SOW are achieved; MnDOT Project manager or vendor?

Answer: See question 14